

Subject: Invitation to Virtual Coffee Chat: [Company Name] / [Job Title]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We were impressed by your background and would like to invite you to an informal virtual coffee chat.

This session is an opportunity for us to learn more about your experience and for you to ask questions about our remote culture and the role. It will last approximately [Duration, e.g., 20-30 minutes].

Please let us know your availability for the following dates and times (all in [Time Zone]):

- [Option 1]
- [Option 2]
- [Option 3]

Once we confirm a time, I will send a calendar invite including the [Zoom/Google Meet/Teams] link.

We look forward to connecting with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]